



PROGRAMS

	2000-01 Actual	2001-02 Budget	2002-03 Adopted	2003-04 Projected
Administration/Accounting				
Provides financial and cash management for all City funds; maintains an accounting and reporting system in accordance with generally accepted accounting principles; plans and administers debt policies; develops long range financial plans; coordinates the risk management program.				

<i>Appropriation</i>	1,316,590	1,452,810	1,404,370	1,454,350
<i>Full Time Equivalent Positions</i>	17	19	19	19

Purchasing and Supply

Purchases materials, supplies and equipment and maintains office supply store room and mailroom for all City departments; awards purchase and service agreements; conducts the bidding process for all contracts except construction contracts; arranges and conducts the sale of surplus property.

<i>Appropriation</i>	887,357	1,008,435	998,145	1,022,960
<i>Full Time Equivalent Positions</i>	12	12	12	12

Collections

Prepares all required notices/invoices and collects all City revenues including business privilege licenses, parking tickets, street assessments, user fees and utility payments, including Stormwater, Water and Sewer and Solid Waste payments.

<i>Appropriation</i>	1,095,055	1,251,015	1,313,030	1,376,015
<i>Full Time Equivalent Positions</i>	17	18	19	19

Departmental Goals & Objectives

- Maintain or improve the City's uninsured bond ratings.
- Maintain tax-supported debt per capita at \$1,000 or less.
- Maintain tax-supported debt margin at 2% or less of the assessed property valuation.
- Reduce bond interest expense by a minimum of \$500,000 from structured debt refinancing.
- Maintain authorized investments for 100% of idle funds.
- Receive GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Increase MWBE activity in City procurement activities to achieve goals of 10% MBE, 10% WBE, 2% NABE and 2% HABE.
- Obtain 100% of necessary certifications within three years of hire date.

PERFORMANCE MEASURES

	2000-01 Actual	2001-02 Budget	2002-03 Projected	2003-04 Projected
WORKLOAD MEASURES				
• No. of invoices processed	64,899	66,500	68,200	69,900
• No. of purchase orders issued	20,924	21,500	22,000	22,500
• No. of payments/receipts processed	457,496	471,000	485,000	500,000

	2000-01 Actual	2001-02 Budget	2002-03 Projected	2003-04 Projected
<u>EFFICIENCY MEASURES</u>				
• Interest expense reduction	917,032	500,000	500,000	500,000
• Tax supported debt per capita	\$598	\$550	\$800	\$730
• Tax supported debt margin	.8%	.7%	1.0%	.9%
• % certification obtained within 3 years	100%	100%	100%	100%
<u>EFFECTIVENESS MEASURES</u>				
• City general obligation bond rating	AAA/AA1	AAA/AA1	AAA/AAA	AAA/AAA
• Revenue bond rating	AA-/AA3/AA	AA-/AA3/AA	AA+/AA1/AA+	AA+/AA1/AA+
• Certificate of participation rating	AA+/AA2	AA+/AA2	AA+/AA1	AA+/AA1
• % idle funds invested	100%	100%	100%	100%
• MWBE provision of supplies/equipment	9.1%	9.5%	10.0%	10.0%
• GFOA financial reporting standard met	Yes	Yes	Yes	Yes

BUDGET SUMMARY

	2000-01 Actual	2001-02 Budget	2002-03 Adopted	2003-04 Projected
Expenditures:				
Personnel Costs	2,336,459	2,503,020	2,617,915	2,727,225
Maintenance & Operations	962,543	1,209,240	1,097,630	1,126,100
Capital Outlay	0	0	0	0
Total	3,299,002	3,712,260	3,715,545	3,853,325
Total FTE Positions	46	49	50	50
Revenues:				
Licenses/Permits	3,081,626	3,160,000	3,240,000	3,360,000
Internal Charges	4,147	4,000	4,000	4,000
All Other	33,240	36,880	36,420	36,500
Subtotal	3,119,013	3,200,880	3,200,880	3,280,880
General Fund Contribution	179,989	511,380	514,665	572,445
Total	3,299,002	3,712,260	3,715,545	3,853,325

BUDGET HIGHLIGHTS

- An Office Assistant position has been added to the Collections Division.

